
YOUTH COUNCIL ON WORKFORCE SERVICES
Monday, January 22, 2007
1385 South State Street, Salt Lake City, Utah
Monthly Meeting Minutes
2:00 p.m.

Presiding: Paul Jackson, Chair

Present: Kevin Miller, Roland Oliver, Jude Schmid, Sheri Van Bibber

Excused: James Anderson, Senator Brent Goodfellow, Parley Jacobs (for Stephen Ronnenkamp), Sandra Hemmert, David Melville, Akilah Messado, Jon Pierpont, Angela Romero

Guests: Julie Bills and Aida Rodriguez -YES Program
Steve Titensor-Salt Lake County Division of Youth Services,
Cliff Uckerman-Salt Lake Neighborhood Housing Services

Staff: Amber Adams, Rod Barlow, Cassy Hahn, Steve Leyba, Mary Peterson

Committee breakout sessions began at 2:05 pm and concluded at 2:45 pm.

1. Opening Remarks and Introduction

Chairman Paul Jackson called the Youth Council meeting to order at 2:45 pm and welcomed Cliff Uckerman from the Salt Lake Neighborhood Housing Services, Julie Bills with the YES Program, who will provide information on the Revised Youth Incentive Bonus Plan later in the meeting.

An updated 2007 Meeting Schedule was provided for the balance of the year. Mr. Jackson noted that August is the Regional Council Retreat and it needs to be determined if Youth Council will combine for this event. More information will be forthcoming.

Mr. Jackson also discussed the challenges associated with the preparation and cost of packets and that it had been recommended to discontinue sending packets via US Mail and send the information electronically. This was received favorably and will be tested beginning with the March 29, 2007 meeting. It will be the responsibility of each member to print any of the material sent electronically if they have a need to bring a hardcopy to the meeting. Agendas and any last minute handouts will continue to be provided at the meeting.

A copy of the Youth Council roster was circulated to update any changes that need to be made. In addition, Mr. Jackson asked for help in recruiting for private sector representation, particularly business, and asked if anyone knows someone who would be helpful to fill these slots to please contact him.

2. Approval of August 21, 2006 Minutes

Chairman Paul Jackson asked for a motion to approve the August 21, 2006 minutes. Sheri Van Bibber motioned to approve the minutes from August 21, 2006 as written. Kevin Miller seconded the motion. All voted “Aye”. The motion carried.

There was one follow-up item from the minutes under the Committee Progress Reports - Alternative Education. A draft memorandum addressing the FIRPA (Freedom Information Right to Privacy Act) was sent and reviewed. There were issues of concern found and Paul Jackson will schedule a meeting with Mary Shumway to obtain clarification.

Action Item: Paul Jackson will schedule a meeting with Mary Shumway to obtain clarification on the FIRPA concerns and provide follow-up.

3. DWS Update – Steve Leyba for Jon Pierpont

Steve Leyba, Assistant Regional Director, began by providing additional clarification regarding the draft of the FIRPA memorandum. He noted that there are a lot of youth who are not successful in our Public School System. The State Board of Education can not provide the information of who these youth are to Alternative Education. The idea is to see if we can get attorneys researching to find out if this information can be shared to be able to utilize the Alternative Education programs available. At this time it appears to be the case that the names of these youth can not be shared.

Steve Leyba offered his apology for Jon Pierpont not being able to attend today’s meeting and provided the DWS Regional update for him. Mr. Leyba began by noting that Jon Pierpont is representing his 4th year as Regional Director where the tenure has typically been approximately 27 months. This positive accomplishment was recognized.

In addition, Mr. Leyba recognized Rod Barlow for his 30 years with the department and a luncheon was held for this accomplishment with Tani Downing.

Jon Pierpont approved Central Region to reassign two Employment Counselors with a primary responsibility to increase training in WIA and to collaborate with the educational institutions to involve more citizens in training. There is approximately \$2.5M in Central Region that can be used to help with adult education.

The quarterly meeting with DCFS was held to review and collaborate on case management practices, cases shared and to teach each other what is taking place within each department. Quarterly meeting have been held for the past two years. We are currently involved in job shadowing positions.

There is a change in the Eligibility Program. When a customer applied for food stamps in a local Employment Center it was required for them to have a face-to-face contact with an Eligibility Specialist for the benefits they are applying for. Utah has been granted a two year waiver where this interaction can take place by telephone. Sometime in March of 2007 an online application should be available where customers can file for benefits

online. This is a major step forward for customer access. The locations have not been finalized at this time but more information will be forthcoming.

Effective October 1, 2006 all families receiving financial aid must be participating in the Federal Employment Program (FEP) Program 50% in the required programs and be able to verify the participation every two weeks. This is an intensive piece of case management for this program and a major task. New and improved ways are being looked at to engage our customers in activities and to meet with them more frequently. We will also work closer with Public Institutions for verification of participation.

The consequences of not making the verified 50% participation for all states in the union will be a fiscal sanction as a state for not meeting this requirement. This will go into effect after one year in place. This is a major change to how we provide services to our customers who receive financial assistance.

4. Revised Youth Priority Point System – Rod Barlow

Rod Barlow provided a handout on the change to the WIA Youth Service Priority System Form noting the recommended amendments to:

- **Age Factor** – as a result of the new common measures, it is no longer necessary to differentiate between older and younger youth. Eventually this factor will be removed from the form, but until then, zero points should be given for age.
- **Income Factor** – When the UWORKS Case Management System was redesigned to have the point system entered into the computer and the scores calculated, there was a programming error. This error resulted in everyone who met the Poverty Income Level receiving 2 points, and, receiving an additional 2 points for meeting the Lower Living Standard Income Level. Customers were to receive points for meeting one or the other category, not both. This cannot be fixed until July of 2007 due to other higher level UWORKS modifications. Until then, we are recommending that the point value be changed to zero for both of the income categories.
- Since reducing the number of points a youth can obtain by changing these two Factors to Zero, the minimum points for service should be lowered from 7 to 4 or no one will get enough points to be served.
- The proposed changes are indicated on the attached Priority System Form.

Roland Oliver motioned to approve the Youth Priority System Point System as outlined. Sheri Van Bibber seconded the motion. All voted “Aye”. The motioned carried.

5. New Proposed Youth Incentives – Julie Bills

Julie Bills from the YES Program provided a handout on the YES Incentive Program. The YES Incentive Program offers youth an opportunity to receive a financial reward for achieving goals with the YES Certificate Program. It is being proposed to add two additional incentives which include:

1. Obtain a 9.0 grade level on all three Educational Functioning Levels on the TABE test - \$75.00

2. Participate in the Summer Employment Opportunity Program and complete 40 hours of leadership, obtain a certificate, and complete an internship – \$100.00

Julie Bills answered questions and the proposal was favorably received. If anyone has any other ideas, please give to Rod Barlow.

Chairman Jackson asked for a motion to approve the above two incentives. Kevin Miller motioned to approve the two incentives as proposed. Roland Oliver seconded the motion. All voted “Aye”. The motion carried.

6. Youth Common Measure Discussion – Rod Barlow

A handout was provided on the Youth Common Measure Strategies. This information was put together as a group effort with the YES Program and the State of Utah to obtain a better performance outcome. The measures include:

- Placement in Employment or Education
- Attainment of Degree or Certificate
- Literacy and Numeracy Gains

Rod Barlow spent time discussing the strategies put together that should help to meet these measures for a better performance outcome. He highlighted the following strategies in relation to Placement in Employment or Education:

- Focus on youth who have already obtained their high school diploma or GED and help them enroll in short-term post-secondary training.
- Focus on out-of-school youth that still need to complete their high school diploma or GED.
- Focus on in-school youth that are within one year of completing their high school degree or GED and who desire to become employed or enroll in post-secondary education.
- Outreach with various post-secondary schools to refer youth who are in the process of applying for admission. Also, youth who are already enrolled are good candidates because they will be excluded from this measure but can achieve the attainment of degree or certificate measure.

Mr. Barlow then highlighted the following strategies in relation to Attainment of Degree or Certificate:

- Help out-of school youth enroll in programs that will lead to appropriate degrees or certificates.
- Work closely with high school drop-outs to achieve a high school diploma or GED. Then move them into employment or post-secondary education.
- Work closely with in-school youth to assist them in obtaining their HS Diploma or GED and then move into employment or post-secondary education.
- Youth who want to pursue Bachelor Degree programs can be served as long as they achieve an Associates Degree within two years, are not receiving FEP as the head of household, and have the resources to continue their training.

Lastly, Mr. Barlow highlighted the following strategies in relation to Literacy and Numeracy gains:

- Try to serve youth that have the potential to improve their basic skills scores at least one educational functional level. Education experts agree that a youth should have a least a 5th grade level to be able to achieve the required increases.
- Work hard to help youth exceed the basic skills requirement during the first year of participation so that the program is not held accountable for this measure in the second year of participation.
- Focus on the area of strength (reading, writing, or math) initially to get the required educational functional level improvement for the first year early in the year, and then work on the other areas even though the measure has been achieved.
- Try to obtain pre-test scores from other educational entities that have been administered in the six months prior to the first WIA service. This way progress the youth has made before entering the program can help achieve the goal and it reduces time and expense to test the youth after entering the program.
- Focus on individual tutoring along with participation in adult education programs to assist the youth in obtaining the required basic skills increase. Coordinate this tutoring with participation in educational programs designed to help out-of-school youth achieve a high school diploma or GED.
- Make accommodations for youth with disabilities.

Other General Strategies being looked at include:

- During fiscal year 2006, review cases and determine who is not participating and close those cases since this is a benchmark year to determine what the outcome measures to be negotiated with DOL.
- Set a goal to spend 70% of youth funds on out-of-school youth.
- Even though we are mandated to at-risk youth we must still evaluate whether those youth have the motivation and potential to accomplish the common measure goals. Just because a youth is eligible and meets the priority point levels established by the Regional Youth Council the WIA Youth Program cannot accept every applicant into the program.
- While having a disability is a priority barrier in considering whether to serve a youth, we must also evaluate whether that youth has the potential to achieve the common measure requirements. We should refer disabled youth to the Department of Vocational Rehabilitation or other agencies for evaluation and/or services. If disabled youth can obtain employment without the need for a job coach or is appropriate for post-secondary education that will lead to a diploma or certificate we should definitely serve them. Disabled youth who are basic skills deficient but do not have the ability to achieve an education functional level while participating with WIA youth services may not be appropriate to be served. These youth would need to be evaluated on a case by case basis.

If there are any other ideas and/or suggestions that would help to meet these measures, please give to Rod Barlow.

7. WIA Performance Outcomes – Rod Barlow and Karla Aguirre

Rod Barlow distributed a handout of the WIA Quarterly Report. Because this is a new system, the report shown is statewide and not by each region. Future reports will include a regional breakdown of participants, exiters and details about the three common outcome measures. The “participation period” for Literacy or Numeracy Gains is 7/1/06 to 6/30/07. Outcomes for that measure will not appear on reports until after 6/30/07.

The Youth Council Report handout provided basic information from the UWORKS Case Management Report which includes:

- Total number of youth being base managed is 617, minimum contract requirement is 575
- New enrollments (7/1/06-12/31/06) = 90
- Average caseload size = 57
- DWS Liaison FEP caseload = 34

In addition, the handout provided Activities of Youth Involvement, Case Edit Scores and Performance Outcomes. The percentage of Other Contract Goals was outlined and the number of Active Youth from July 2006 through September, 2007 was included.

8. WIA Youth Monitoring Report – Rod Barlow

The Youth Monitoring Report was completed and submitted to Salt Lake County on November 28, 2006. The response deadline was January 31, 2007. There were no significant issues and the results were all very positive for the agency. There were a few cases with eligibility questions which have been resolved. It was taken to the State Council where it was recommended that the contract be continued.

9. State Youth Council Update – Rod Barlow

This was deferred to another meeting due to time constraints.

10. Committee Progress Report

Sheri Van Bibber reported on the survey to review the “Just for Youth” website addressing what is user-friendly and what is not. The Youth Activities/Partnerships Committee came up with a list of questions and asked what did you like and what would you change. The results from this survey were overall very positive.

There were no suggestions for change and the feedback was that the information was user-friendly and wondered why they haven’t known about it! When asked how to market this website to other groups some suggestions included radio stations and billboards. There was some difficulty finding the website with the justforyouth.com versus justforyouth.gov. Getting the word out to the youth through avenues such as PTA packets, School Districts (counselors), UEA, etc. are just a few options.

Paul Jackson asked Ms. Van Bibber to share this information and view the website at the Central Region Council meeting on Thursday, January 25, 2006.

Action Item: *Cassy Hahn to provide computer access/overhead screen at the Central Region Council meeting on January 25th for Sheri Van Bibber to demonstrate the accessibility of the website for Just for Youth.*

11. Calendar/Agenda Setting – Paul Jackson

There was no additional information.

12. Other Business

Paul Jackson noted that the Coalition for Multi-Cultural Safety & Health is being held on January 25, 2007 at the Utah Cultural Celebration Center at 1355 West 3100 South, West Valley City, Utah from 11:30 am to 5:00 pm.

The State Health Department has an initiative targeting youth and their health. There will be messages on television targeting this topic. Intermountain Health Care is involved in this and there will be several clever ads aired.

13. New Business

Amber Adams shared that a Job Fair will be organized for the youth and that there is a need for more business partners. More information will be forthcoming.

14. Public Comment

There was no public comment.

Chairman Jackson adjourned the meeting at 4:15 pm.